

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,  
FINANCE DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: CONTRACT EXTENSION – F000922 FORMS MANAGEMENT  
SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Third Amendment to Contract F000922 for forms management services for a one-year extension, with a change of product and price for various items, and no increase in contract unit pricing with Werle Enterprises LLC, dba National Document Solutions, Santa Rosa, California, in the amount not to exceed of \$40,000.

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EXECUTIVE SUMMARY

Werle Enterprises LLC, dba National Document Solutions has submitted a proposal for a one-year contract extension for forms management services. Werle Enterprises LLC, dba National Document Solutions continues to provide satisfactory service. The current contract is due to expire on March 31, 2017.

BACKGROUND

On April 1, 2015, the City Purchasing Agent awarded contract No. F000922 as a result of Request for Quote 14-64 for Forms Management Services for a one-year term contract with three additional one-year extension options to Werle Enterprises LLC, dba National Document Solutions, Santa Rosa, California. The First Amendment extended the contract one-year and added funds.

The City contracts with National Document Solutions to provide a variety of specialty stationery for City departments. This includes, among other items, department-specific envelopes, letterhead, and business cards. City departments order these specialty items directly through the contractor. The contractor provides the printing, maintains sufficient inventory stock, and delivers orders to the City. The contractor has provided excellent customer service during the current contract term.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

Werle Enterprises LLC, dba National Document Solutions has offered to extend the contract, with no increase in contract pricing. A change of product and price for items #10 – window envelopes, #11 – laser sheets, #13 – laser check sheets and #14 – window envelopes were required as we changed to an entirely different and upgraded product line for those items to meet our needs. The original envelopes were discontinued and the replacement was an inferior product that did not work for our needs so we upgraded the product used for the City. The laser sheets and laser check sheets were also discontinued and we changed to a new product. The price of the envelopes went from \$31.14 to 34.45 and \$46.40 to \$48.75 and the laser sheets went from \$57.00 to \$62.00 and \$53.00 to \$68.24.

The City and Werle Enterprises LLC, dba National Document Solutions, Santa Rosa, California, entered into a one-year agreement on April 1, 2015, awarded by the City Purchasing Agent. The first amendment extended the expiration by one year. The contract expires March 31, 2017. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	April 1, 2015	1-Yr Contract	\$30,000	Purchasing Agent
First Amendment	March 2, 2016	1-Yr Contract Extension	\$30,000	City Manager
Second Amendment	November 3, 2016	Add funds	\$39,000	City Manager
<b>Third Amendment</b>	<b>Pending</b>	<b>1-yr Contract Extension &amp; add funds.</b>	<b>\$40,000</b>	<b>City Council</b>
Not to exceed Cumulative Contract Value			\$139,000	

The Third Amendment to this contract extends the current services for an additional one year, with one remaining extension left. Upon approval of the Third Amendment, the cumulative value of the Contract #F000922 will be \$139,000. Under the City's Contract/Purchase Order Modification Policy III-9, this Third Amendment requires approval by the City Council.

#### FISCAL IMPACT

Funds for this annual ongoing operating expense have been appropriated in various departments' Fiscal Year 2016-17 adopted budget and as a regular operating expense, will be included in subsequent years' budget proposals when presented to Council.

#### ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

#### NOTIFICATION

Not Applicable.

#### ATTACHMENTS

- Attachment 1 – Third Amendment
- Resolution

#### CONTACT

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